



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

June 16, 2006

SECRETARY
\$2,510 – \$3,051 per month
or
EXECUTIVE SECRETARY I
\$2,822 – \$3,431 per month

ONE POSITION AVAILABLE, WILL CONSIDER FILLING AT EITHER LEVEL

The position works under the direction of the Chief, Assistant Division Chief and staff of the Division of Environmental Planning and Management (DEPM) to provide administrative and secretarial assistance as follows:

DUTIES AND RESPONSIBILITIES:

- Administer the system to track applications submitted to the State Lands Commission (Commission) to ensure compliance with the processing time requirements of the Permit Streamlining Act (PSA), (Government Code section 65950) and the California Environmental Quality Act (CEQA), (Public Resources Code section 21000 et seq).
 1. Determine the applicability of PSA provisions to incoming applications and advise staff assigned to process applications.
 2. Coordinate the tracking of Reimbursement Agreements with Accounting and staff of the Divisions of Land Management, Marine Facilities, Mineral Resources Management, and DEPM.
 3. Maintain a database to track applications from their receipt by the agency to their consideration by the Commission.
 4. Inform Division/Assistant Division Chief and team leaders of pending application processing deadlines specified in the PSA and CEQA.
- Prepare and file all Notices of Determination and Notices of Exemption with the Governor's Office of Planning and Research, as provided by the CEQA, following each Commission meeting.
- Perform office duties including, but not limited to, preparation of travel itineraries, ordering of reference materials, and maintenance of Division subject and work order files.
- Provide monitoring services to Project Managers to ensure that consultants under contract to the Commission conform to the budgetary and performance requirements of such contracts.
- Assist DEPM Project Managers by filing environmental documents prepared by or under their direction with the State Clearinghouse to begin public review of the documents and prepare public notices required by the CEQA, notifying the public by mail or newspaper of upcoming considerations of environmental documents by the Commission. Prior to Commission action,

notify applicant regarding payment of Fish and Game Fees required to file the Notice of Determination for certification and approval of the project/environmental document.

- Maintain the Division environmental library, including logging all materials into a database for easy retrieval of documents by agency staff.
- Receive, screen and refer incoming telephone calls and correspondence to appropriate staff members.
- Arrange meetings and appointments for the Division Chief, Assistant Division Chief, and staff, including meetings with members of private industry and elected city, county, State and federal officials.
- Maintain web based sites and information on Division projects and activities.
- Monitor maintenance service agreements for Division equipment including copier, computer hardware and software, to ensure all are current and renew when appropriate.

DESIRABLE EXPERIENCE AND QUALIFICATIONS:

- Strong organizational skills.
- Ability to maintain confidentiality status.
- Ability to perform under time or organizational pressure.
- Ability to work with diverse technical and support staff.
- Good computer skills – familiarity with Microsoft Word, Excel, Project, PowerPoint, Access, and Web Publishing software.
- Ability to exercise initiative and willingness to learn.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910 or FAX (916) 574-1915

FINAL FILING DATE: Until filled.

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.